

Indiana Poll Worker Training


2010 Election Day Training Presentation



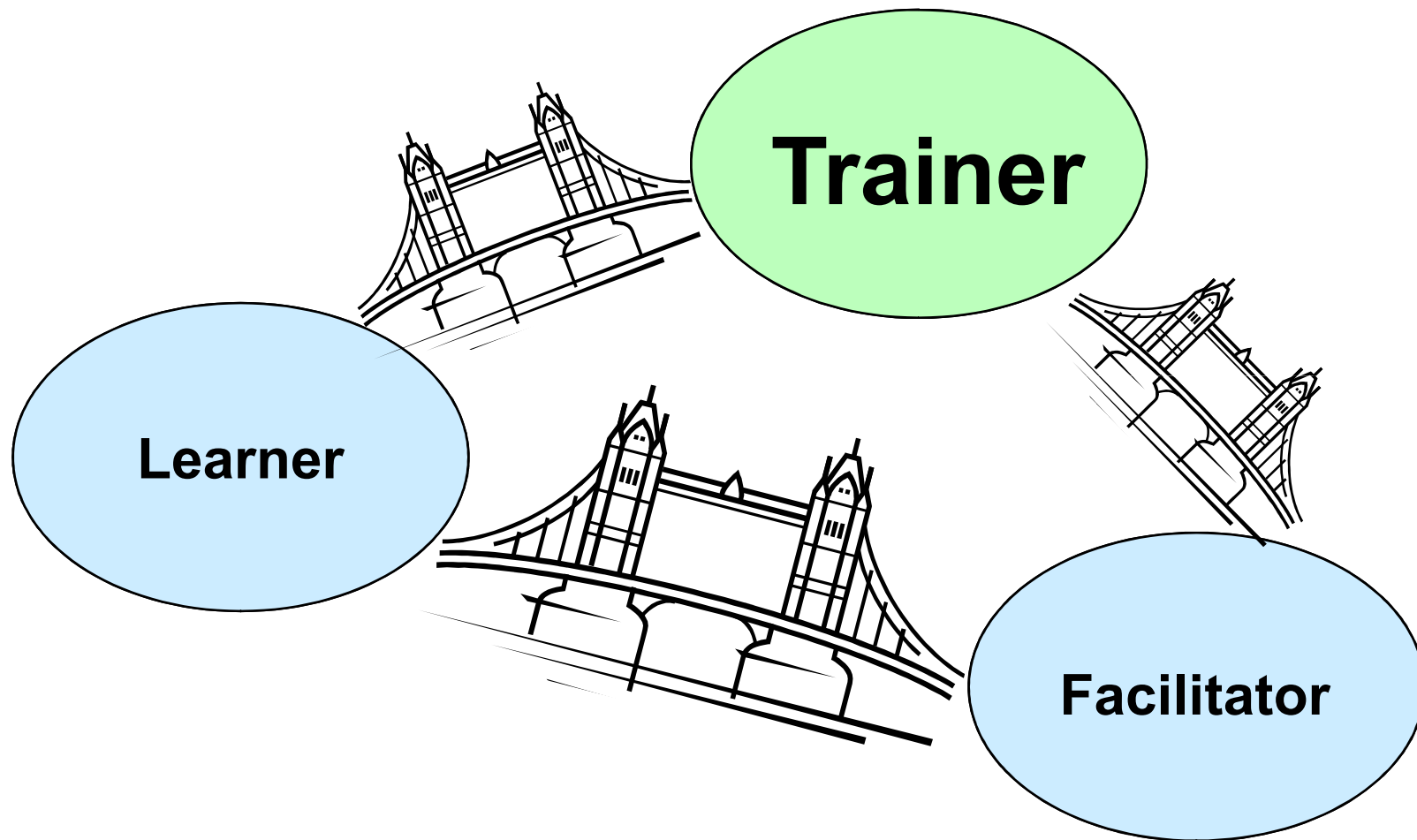
“Pollworkers are the bridge between the polling place and the voter.”

-Doug Chapin

Train the Trainer Session




- The slides with the  picture in the bottom right corner are for use in the “Train the Trainer” session only.
- These slides should be removed when delivering poll worker training to your county.

Becoming Learning Partners



Getting Stuff In

Preferred methods of taking in information

| | <u>MODALITY</u> | <u>AVERAGE</u> |
|---|------------------------|-----------------------|
|  | Visual | 60 - 72% |
|  | Auditory | 12 - 18% |
|  | Kinesthetic | 18 - 30% |



Online Poll Worker Training

- Must have email address
- A supplement to normal training
- Handout and/or e-mail with instructions



Available Voting Machine Materials

The following items are available for your county to use for voting machine training.

- Voting Machine DVD for Poll Workers
- Voting Machine DVD for Voters
- Voting Machine Setup Checklists
- Voting Machine Instructions



Path of Travel

- Roles/Responsibilities of Poll Workers
- Who's Allowed in the Polling Location
- Checking Photo IDs
- Determining Voter Eligibility
- Administering Provisional Ballots
- Processing Absentee Ballots
- Opening and Closing the Polls
- Voting Machines
- Highlights to Remember

The Bigger Picture

Your role is important.



Roles - Precinct Election Board

Poll Judges

- Check Photo ID
- Issues Challenges
- Assists Voters with Disabilities

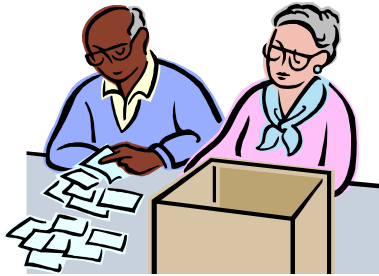
Poll Inspector

- Check Photo ID
- Issues Challenges



One Poll Judge from Each Political Party

Roles - Other Election Officials



Poll Clerks and Assistant Poll Clerks

- Check Voters in on the Poll List
- Check Voter Identification #
- Check Photo ID



Poll Sheriffs

- Keeps Order
- Directs Voters

Who is Allowed in the Polling Place

- Voters casting ballots (and children under 18 with the voter)
- Precinct election officials (inspector, judges, poll clerks...)
- Deputy election commissioners, appointed by the County Election Board to administer official CEB business
- Challengers, watchers, and poll book holders with credentials
- An individual authorized to assist a voter in voting
- A County Election Board member, acting on behalf of the board
- A voting system mechanic, to repair a voting system, with credentials signed by the County Election Board
- The county chairman or county vice-chairman of a political party with credentials signed by the County Election Board
- The Secretary of State of Indiana, unless that person is a candidate for nomination or election to an office on the ballot that Election Day

Who is NOT allowed in the Polling Place?

- The people listed below are **NOT** authorized to be in the polling place or the chute simply as the result of their status in the listed positions.

**– A precinct committeeman
of a political party**

– A party volunteer

– An elected official

(other than the Secretary of State, as explained before)

- **NOTE:** Often, volunteers hold multiple positions—if they have credentials for one of the positions listed on the previous page they are okay, but not **ONLY** if they hold one of the positions above.

Photo ID

Let's Look It Up

What is required for a Photo ID to be used for voting purposes in the State of Indiana?

1. _____
2. _____
3. _____
4. _____

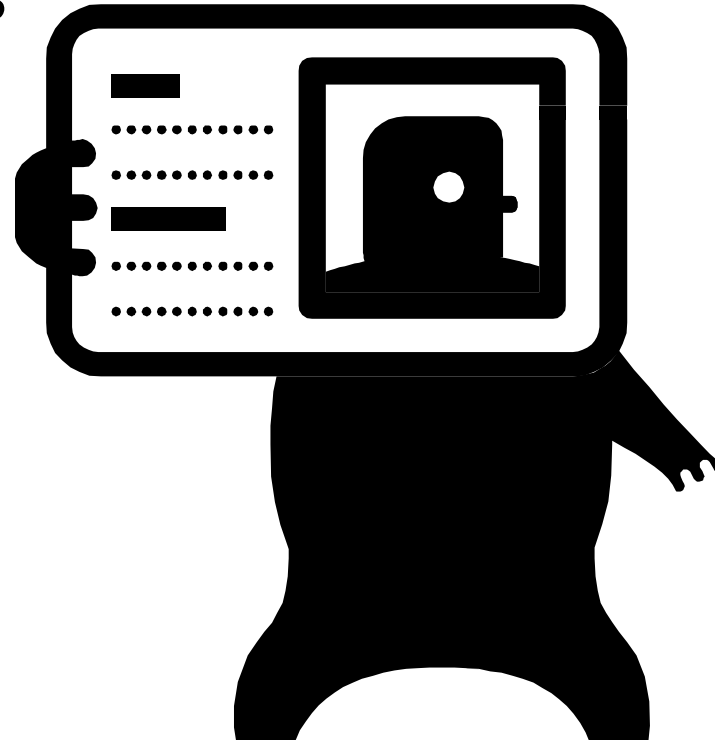




Photo ID “Conform” Example

- The voter’s **name on the Photo ID must conform** to the name on the voter registration record.
- People commonly use nicknames, middle names, and initials as a substitute for their given first name.
- Below are examples of names that would conform to “Robert John Crew”:

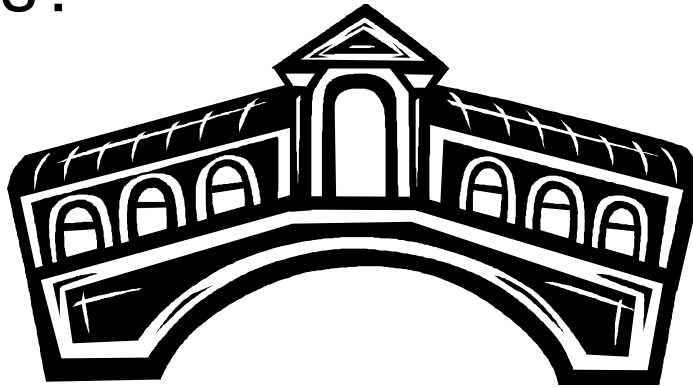
- | | |
|--------------------|-----------------|
| ■ Robert John Crew | ■ Bob John Crew |
| ■ Robert J. Crew | ■ Bob J. Crew |
| ■ Robert Crew | ■ Bob Crew |
| ■ R. John Crew | ■ John Crew |
| ■ R. J. Crew | ■ J. Crew |

Conform does **NOT mean it needs to match identically.**

Photo ID Examples

What are some examples of what would work for the Photo ID to be used at the polls?

1. _____
2. _____
3. _____



What are some examples of what would not work for the Photo ID to be used at the polls?

1. _____
2. _____
3. _____

Question



Photo ID Activity

Checking for Photo ID

- What happens when the voter arrives?
- What happens if the voter does not have a Photo ID with them?
- What happens if the voter qualifies for one of the exemptions?



Voter Questions?



May I please
see your
Photo ID?



I don't have it with
me—can't you just
believe me?

I don't have anything that
would fit the criteria...
Where do I get a Photo ID?

It is expired, will it
still work?

Voter Questions?



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still work?



Sorry, it's the law

You can get a free
Indiana State ID card at
the BMV. They are open
extended hours today,
until 7 pm

It doesn't have to be
current if it expired **AFTER**
the last General Election

What happens if the voter does not have a valid Photo ID with them?



Fail Safes

- Fail safes are safe guards built into the system to prevent against errors on Election Day.
- What situations require fail-safes?
 - The voter has been left off of the poll list by mistake
 - The voter has moved outside of the precinct
 - The voter's name has changed
 - The voter has proof that they applied to register to vote, but isn't on the poll list
- Don't try to memorize
 - use the Election Day Handbook





(VRG-4/12)

State Form 28186 (R11/7-06)

Indiana Election Commission (IC 3-10-11-6; 3-10-12-3.4)

INSTRUCTIONS

1. This form is used only for a voter who:
 - A. is a resident of Indiana, and has changed residence before the election to a new precinct in Indiana;
 - B. was a qualified and registered voter in the precinct of former residence;
 - C. is otherwise qualified to vote, but is not registered in the precinct where the voter now resides; and
 - D. Appears:
 - (i) in person at the County Voter Registration Office at the county of former residence no later than 4:00 p.m. Monday before the election; or
 - (ii) on election day before the inspector of the precinct where the voter formerly resided to request transfer to the current precinct of residence.
2. The voter must complete this affidavit and sign it in the presence of a person authorized to administer oaths if Box 1 below applies. The voter must complete this affidavit and sign it in the presence of a person authorized to administer oaths OR make an oral affirmation if Box 2 applies.
3. If this form is executed in the County Voter Registration Office, the registration official must provide a copy of this form to the voter. On election day, the voter must submit this copy to the precinct election board before the voter will be permitted to vote. The voter must appear to vote in the precinct where the voter was formerly registered and resided 31 days before election day.
4. This form may also be executed when an application for an absentee ballot is filed with the county election board of the county where the voter formerly resided.
5. This form may also be executed before the inspector of the precinct of the person's former residence, if the application and statement are executed on the day of the election.
6. This form may not be used in an election held only within a city or town when the voter has moved: (A) outside the city or town; or (B) into the city or town from a precinct outside the city or town within 30 days before election day.
7. If you provide us with your telephone number, we will call you if there is a problem in processing this form.

VOTER'S NAME, DATE OF BIRTH, VOTER IDENTIFICATION NUMBER AND TELEPHONE NUMBER

| | | | |
|---|---|----------------------------|---|
| Last Name Voter | | First Name Vicki | Middle Name Evelyn |
| Date of Birth (mm/dd/yy) 05 / 09 / 1968 | Voter Identification Number (Indiana issued driver's license number; OR if voter does not possess driver's license, provide last 4 digits of social security number) 1234-56-7890 | | Telephone Number (optional) () |

Are you a citizen of the United States of America? ☒ Yes ☐ No

Will you be at least 18 years of age on or before election day? ☒ Yes ☐ No

VOTER'S PREVIOUS NAME (If voter's name has changed, complete this section with the voter's name before the voter changed it.)

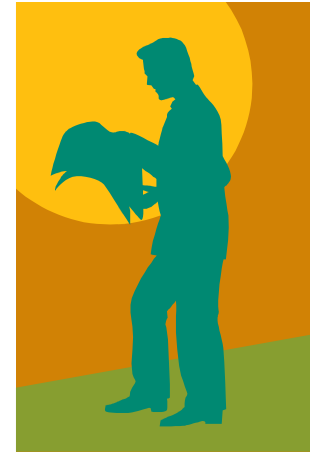
| | | |
|-----------|------------|-------------|
| Last Name | First Name | Middle Name |
| Johnson | Vicki | Evelyn |

VOTER'S PREVIOUS RESIDENCE ADDRESS

| | | | | |
|----------------|-------------|-------|----------|--------|
| Street Address | City / Town | State | ZIP Code | County |
|----------------|-------------|-------|----------|--------|

Challenges and Provisional Ballots

- Who may challenge a voter?
 - A member of the Precinct Election Board
 - A poll clerk, but only based on a questionable signature
 - Challengers, appointed by a candidate or political party
- What is the process?
 - A challenge is issued using a PRE-4 document, filled out by the **challenger** and the **voter**
 - The voter **signs the poll book** and votes using a provisional ballot
 - The voter returns the ballot, sealed in the **PRO-2 security envelope**.
 - The **PRE-4 is attached to the PRO-2** Security Envelope.
 - The voter gets a **PRO-9 form** explaining the follow-up procedures for provisional ballots, and contact information for the county clerk's office



PRE - 4 Form



**CHALLENGE AFFIDAVIT OF A VOTER BY A CHALLENGER
OR MEMBER OF THE PRECINCT ELECTION BOARD/
AFFIDAVIT OF A CHALLENGED VOTER**
State Form 42132 (R9/12-07)
Indiana Election Commission (IC 3-11-8-21; 3-11-8-23.5)

(PRE-4)

INSTRUCTIONS: After the challenger completes this side of the form, the challenged voter may complete the reverse side of this form. If the challenged voter completes the reverse side of this form, the challenged voter is entitled to cast a provisional ballot. Do not use this form to challenge a voter at a primary election due to the voter's party affiliation. Use PRE-6 form instead.

STATE OF INDIANA, COUNTY OF _____

GENERAL INFORMATION

I, the undersigned, believe that _____
(Insert name of voter)

now offering to vote, is not a legal voter in this precinct, for the following reason(s):

Voter Eligibility – Fail Safe Procedures

1. ☐ This voter's name is not included on the poll list, and is **NOT** entitled to vote by using a "Fail Safe" procedure.
2. ☐ This voter's name **is** included on the poll list, but this voter does not currently reside in the precinct, and is **NOT** entitled to vote in this precinct by completing a VRG-4/12 form or a VRG-15 form, or other "Fail Safe" procedure.

Voter Identification

3. ☐ This voter was unable or declined to present proof of identification when required by law to do so.
4. ☐ This voter is identified on the poll list as required to present an additional document that confirms the voter's identity and current residence address, but has not done so.

Voter Eligibility - General Requirements

5. ☐ This voter is not a U.S. citizen.
6. ☐ This voter will not be 18 years of age or older at the general election.
7. ☐ This voter's signature on the poll list does not match the signature on the voter's registration record.
8. ☐ Other _____



Question



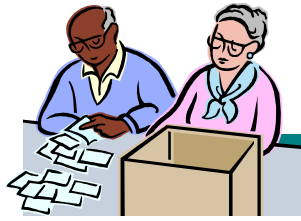
Role Play Activity

Processing Absentee Ballots

- Counting Absentee ballots
 - Absentee Ballots are delivered to the precinct from the County office
 - Ballots can be counted, rejected (procedural) and/or challenged (voter related issues) at the precinct
 - Poll workers count absentee ballots at precincts before they leave the polling place using the checklist found in the Election Day Handbook



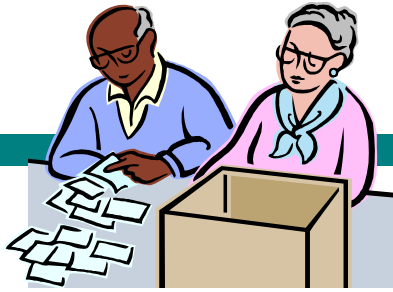
The precinct election board may count absentee ballots before the polls are closed. However, providing information vote totals to any outside source prior to the close of the polls is a Class D felony.



Opening the Polls

- General Reminders
 - The Inspector and Judges should double check the official ballots and sign the ballot agreement form
 - Sample ballots should be posted at the entrance to the polling place and by each voting booth
 - The chute should be set up extending 50 feet out from the entrance to the room where people vote





Closing the Polls

- Once everyone has voted and left the polls:
 - Follow the checklist in the Election Day Handbook
- General Reminders:
 - Machines will be locked or disassembled
 - Polling place will be returned to its original setup
 - Run vote totals and gather extra supplies for return to the County Election Board
 - The Inspector will return all election supplies to the county election board (with judge of opposite party)

**No precincts can
start counting until
ALL voters have
left the room**

Who May Assist A Voter?

- A voter may designate anyone to assist them, including a relative, or friend but they may not designate:
 - The voter's employer
 - An officer of the voter's union or a union representative
- If the voter requests assistance but does not designate someone else to help them, BOTH judges must accompany the voter into the voting booth to assist (and fill out the PRE-3, affidavit of voter assistance at the polls)



Questions

